



INFORMATIONAL OVERVIEW

Options for Paying for Outgoing Transition Team Travel from the Presidential Transition Appropriation

The Presidential Transition Act authorizes an appropriation to be made available to the Outgoing President and Outgoing Vice President that is administered by the General Services Administration (GSA) on their behalf.

In implementation, this allows for the Outgoing President and Outgoing Vice President to fund travel expenses for themselves and their Outgoing Transition Team using the Presidential Transition Appropriation.

Summary of Travel Options

All travel funded through the Outgoing Transition Appropriation must be in support of “winding up the affairs of the Office.” No funding is available for personal travel. The GSA Office of the General Counsel will review justifications for the use of the Outgoing Transition Appropriation for travel.

There are three basic options for funding travel through the Presidential Transition Appropriation:

- 1) Centrally billed airfare and train fare for Outgoing Transition Team employees booked through GSA’s travel booking contractor, Concur/AdTrav;
- 2) Payments for hotel and meals and incidental costs for Outgoing Transition Team employees up to the standard Federal [per diem rates](#) through the travel vouchering process (paper vouchering); and
- 3) Direct payments for charter jet travel.

Centrally Billed Airfare and Train Fair for Outgoing Transition Team Employees Booked Through GSA’s Travel Booking Contractor, Concur/AdTrav:

GSA has worked to establish a contract for travel booking services with GSA’s existing travel booking contractor, Concur/AdTrav. Total costs per trip include the direct ticket cost plus a booking fee. The contract allows for travel arranging at any time during the day or night.

This contract allows the Outgoing Transition to access the GSA City Pair program. Benefits of the City Pair program include:

- No advance purchase required;

- No minimum or maximum length stay required;
- Fully refundable tickets;
- Last seat availability;
- No blackout periods; and
- Stable prices enabling travel budgeting.

In this option, travel booking would follow the process outlined below:

Prework:

1. Set Weekly Travel Budget: The Outgoing Transition Team and GSA set an approved budget for travel per week (i.e. \$2,500) and an estimated number of trips that can be supported with that budget (i.e., five trips with an estimated per trip cost of \$500) that would be pre-authorized at the beginning of each week. This information would be used to create a tracking spreadsheet where the number of trips authorized and the number of trips booked can be logged.
2. Identify Designees for Booking Travel: The Outgoing Transition Team should also identify team members who are approved to contact Concur/AdTrav to book travel on behalf of the Outgoing Transition Team ("travel designees"). GSA will connect the travel designees to Concur/AdTrav so that Concur/AdTrav has an accurate list of who is authorized to place calls or emails to book travel.

Trip Booking:

3. Internal Presidential Transition Team Approval: Once a need for travel is identified, the Presidential Transition Team vets that travel need through an internal process and determines that the trip is approved.
4. Logging Part 1: The Presidential Transition Support Team travel designee logs the approved trip request to the tracking spreadsheet for that week and generates an authorization code (PT[DATE OF INITIAL LOG ENTRY IN FORMAT MMDDYY][FIRST THREE LETTERS OF LAST NAME][FIRST INITIAL], for example PT110420CURA for travel for Arthur Curry logged on November 4, 2020).
5. Booking: The Presidential Transition Support Team travel designee calls or emails AdTrav to book the trip. The requester must be one of the travel designees and the requester must provide the authorization code. AdTrav then sends the booking information to the travel designee and GSA.
 - a. In the event that the trip is within the next three days, the trip will be immediately ticketed. AdTrav provides the actual trip cost to the travel designee and GSA.
 - b. In the event that the trip is not within the next three days, the trip is booked immediately but not ticketed. AdTrav provides the estimated trip costs to the travel designee and GSA. The trip will be ticketed three business days before the trip. Changes to the trip can be made at no additional fee up until the time the trip is ticketed.
6. Logging Part 2: The Presidential Transition Support Team travel designee updates the log spreadsheet with the actual or estimated trip cost.
7. Travel Authorization: GSA completes the travel authorization form [GSA-87](#) for the approved trip and files the information for GSA's records.

8. Weekly Reporting: Each week Concur/Ad Trav will provide a report with the trips that were booked over the previous week and the costs to the Presidential Transition Team and GSA. This information can be used to identify any issues or determine if the pre-authorized amount and count of trips needs to be reevaluated for future weeks.

All airfare and train fare costs, along with the booking fee, are charged to a centrally billed account (CBA) established against the Presidential Transition Appropriation. There is no need to complete a paper voucher (see next section) after the trip is completed for the airfare or train fare because of the CBA.

Payments for Hotel and Meals and Incidentals costs for Outgoing Transition Team Employees:

At the request of the Outgoing Transition Team, GSA can make payments to Outgoing Transition Team employees (defined as a person who is receiving a salary through the Presidential Transition Appropriation or who has received Government-furnished equipment) for hotel and meals and incidentals costs up to the applicable limit, including limitations on amounts for the first and last day of travel. More information on the current per diem rates can be found on [GSA's website](#). Employees will need to submit a paper voucher using the optional form [OF-1012](#) and provide receipts associated with all expenses over \$75.

Travelers who are not receiving their paycheck directly from GSA will need to submit an Electronic Funds Transfer (EFT) enrollment form (See Attachment 1) in order to provide GSA with the information to make the direct payment.

Direct Payments to the 501(c)(4) or Charter Jet Company for Allowable Charter Jet Expenses:

For this option, the Outgoing Transition Team would enter into an agreement with a charter jet company for services. The Outgoing Transition Team can request direct payment to the 501(c)(4), or direct payment to the charter jet company, for passengers who are part of the Outgoing Transition Team or USSS. More information on this process can be found in the Direct Payments Informational Overview document.

Attachment 1: Electronic Funds Transfer Enrollment Form

Note: PDF Copy of Form Available Upon Request

ELECTRONIC FUNDS TRANSFER (EFT) ENROLLMENT FORM

Use this form to enroll in Direct Deposit of your federal payment from the General Services Administration

Privacy Act Statement Collection of this information is authorized by 31 U.S.C. 3332(g), 3325(d) and 7701(c). The information will be used by the Government to make payments by EFT to a vendor. This information may also be used for income reporting and for collecting and reporting on any delinquent amounts arising out of a vendor's relationship with the Government. Disclosure of the information by the vendor is mandatory. Failure to provide the requested information may result in the delay or withholding of payment to the vendor.

Last Name	First Name	M.I.	Social Security Number (SSN)	
Home Address		City	State	ZIP

Financial Institution Name	Financial Institution Routing Transit Number (RTN) 9 digits
Depositor Account Number	Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Payee Email	Work Phone

Return to Heartland Finance Center, Financial Operations and Disbursement Division

Fax to: 816-823-5415

Finance Helpdesk Phone Number 816-926-7287 or 1-800-676-3690, option 3